Transfer calendar items from Google Calendar to Outlook Calendar
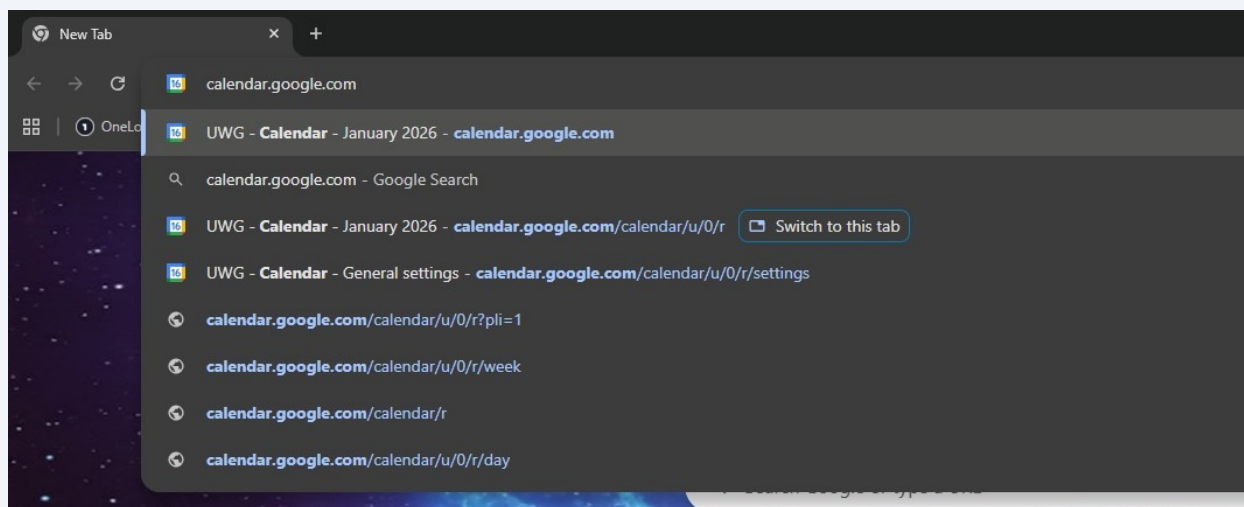
This knowledge article will advise on how to export Calendar items from Google Calendar and then import into Outlook Calendar in Outlook on the Web (OWA)
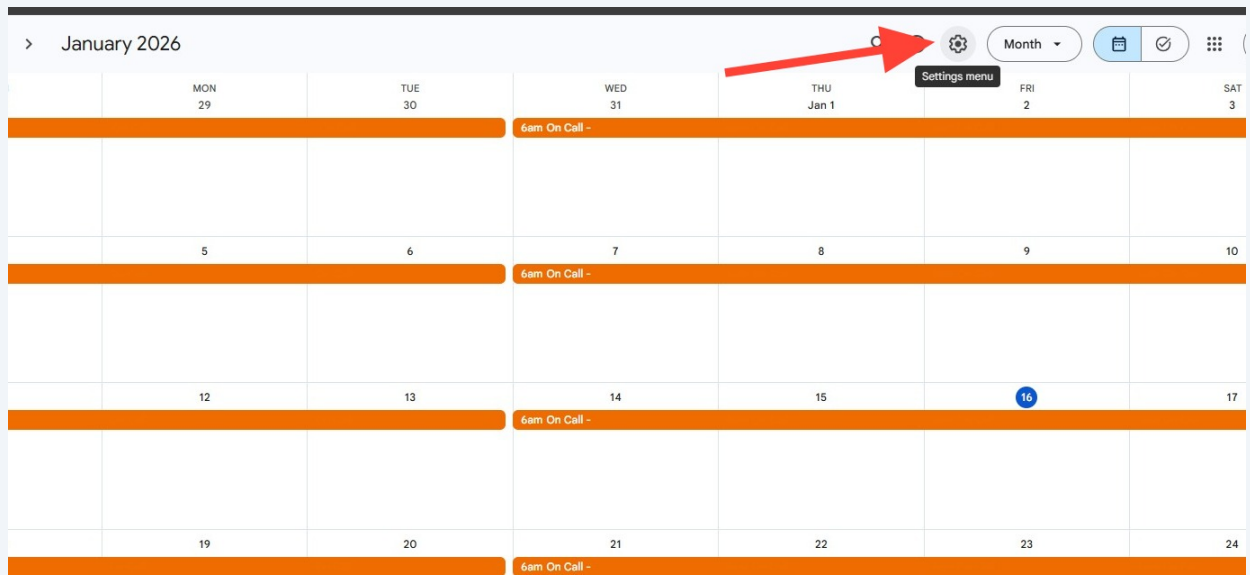
⚠️ You should follow these steps **only** if you used your Google calendar after your mailbox was moved to Office 365 Outlook. If you continued adding or updating events in Google after the migration, these instructions will help make sure all of your calendar items—like meetings, events, reminders— are successfully moved to your Outlook calendar. These steps will also export shared calendars you had access to in Google, so **only** use these steps if that shared calendar was used or edited after the migration.
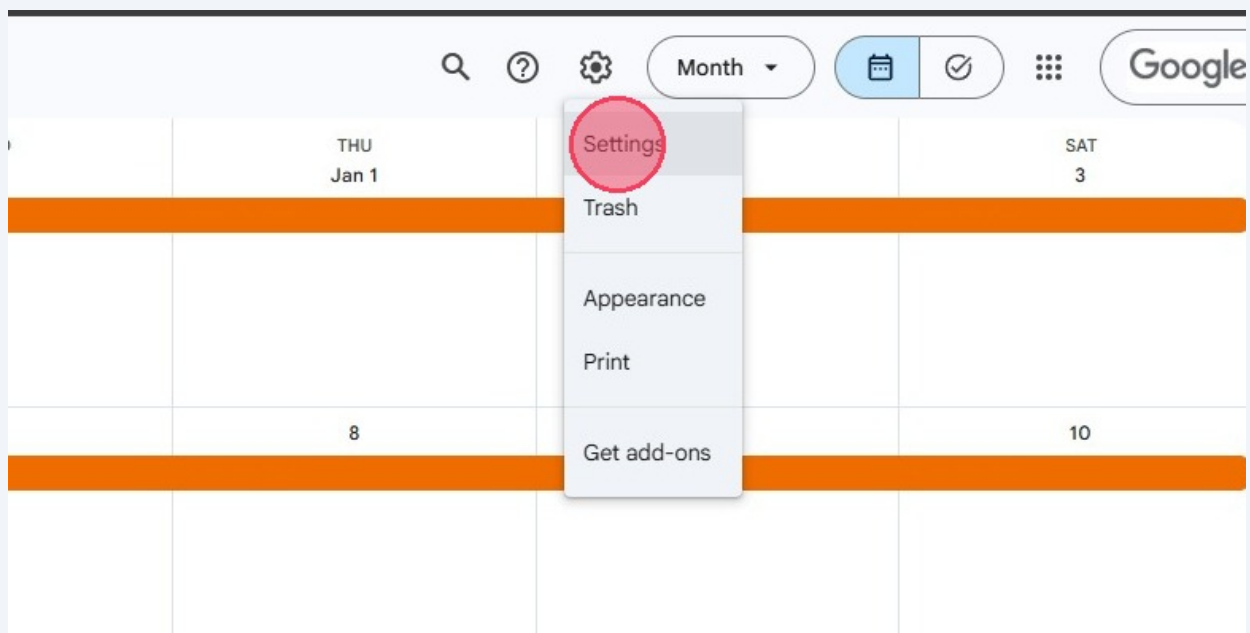
1   Use the browser of your choice, and browse to '**calendar.google.com**'

2 Click on the Settings menu button

3 Click "Settings"

4 Click "Import & export"

← Settings

General ⌃

| Language and region
Time zone
World clock
Event settings
Notification settings
View options
Working hours & location
Keyboard shortcuts
Offline
Add-ons

Add calendar ⌄

Import & export

Settings for my calendars

Language and region

Language
English (US) ▾

Country
United States ▾

Date format
12/31/2026 ▾

Time format
1:00pm ▾

Time zone

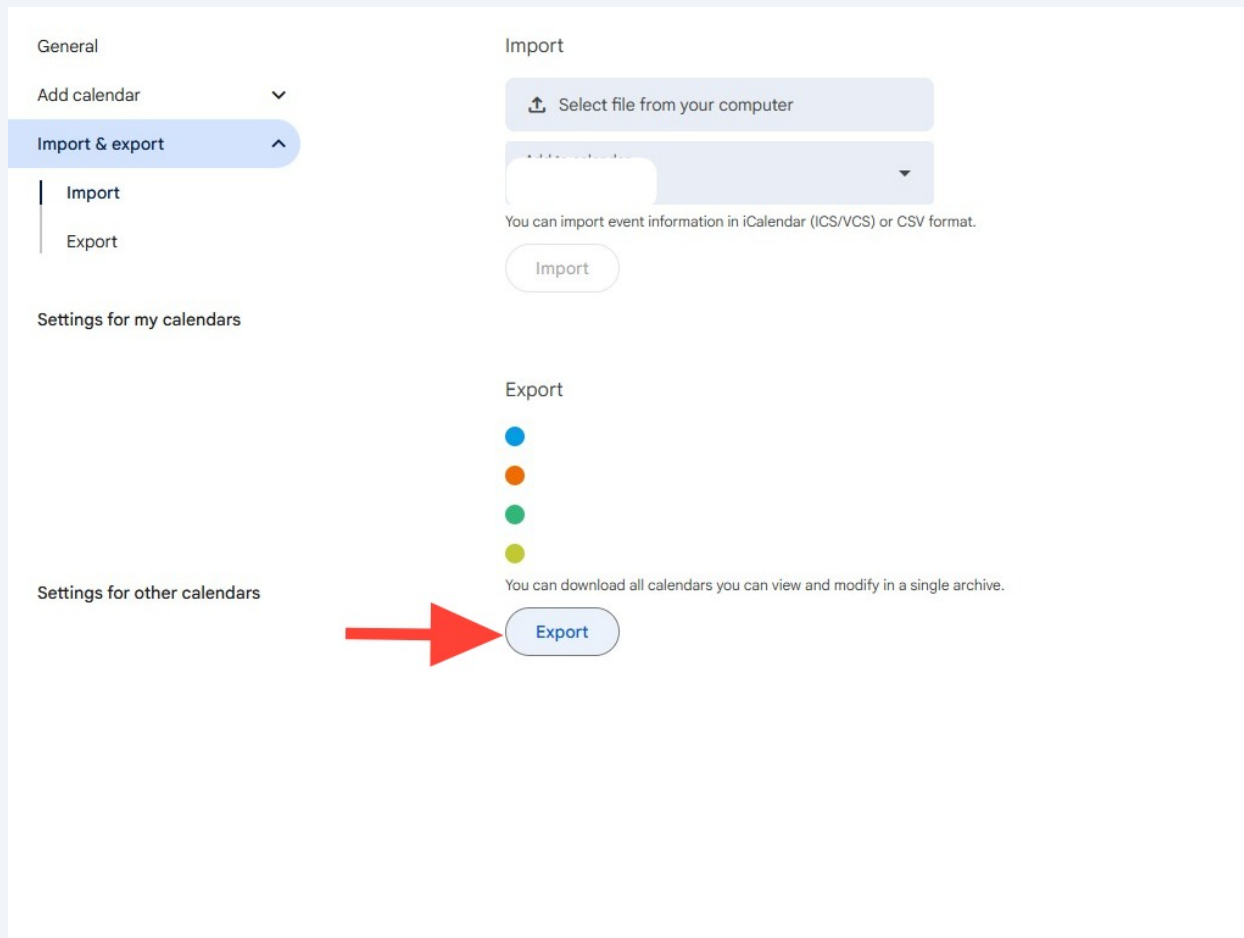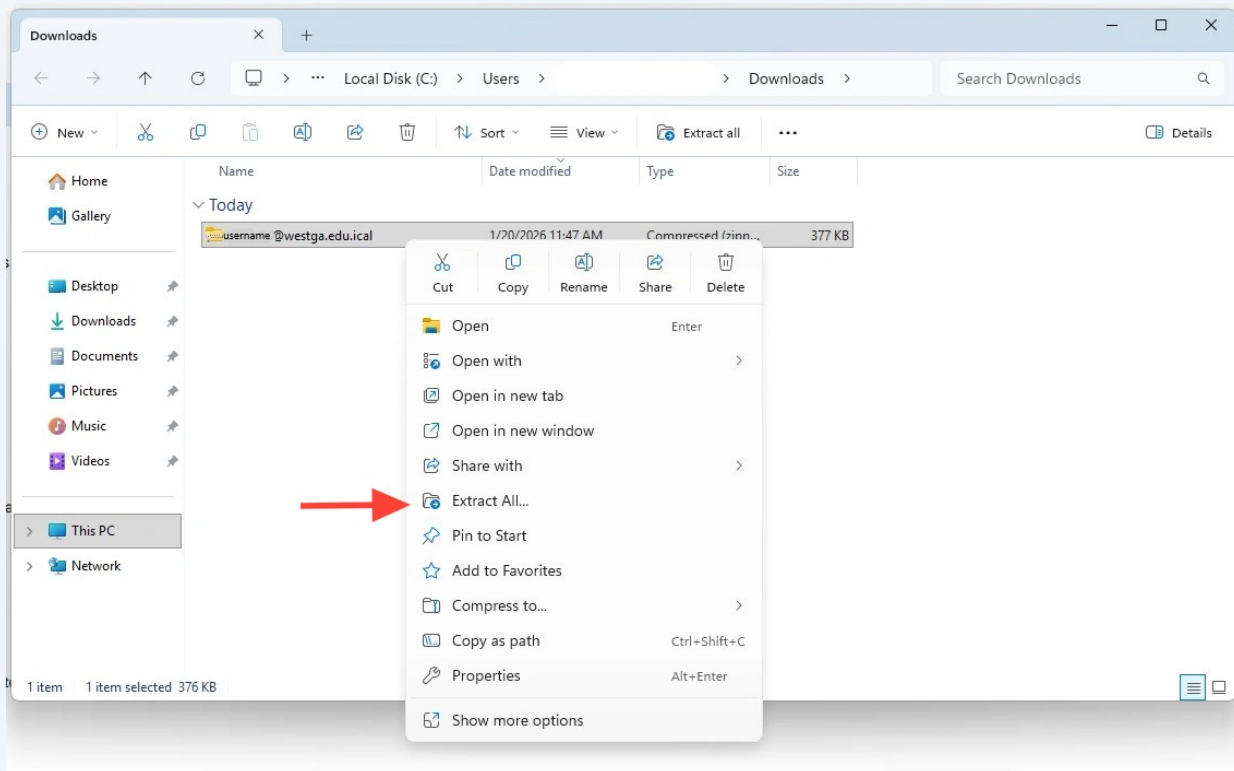☐ Display secondary time zone

Primary time zone
(GMT-05:00) Eastern Time - New York ▾   La

Secondary time zone
Not selected ▾   La

☑ Ask to update my primary time zone to current location

5 Click "Export"

General

Add calendar ⌄

Import & export ⌃

| Import

| Export

Settings for my calendars

Settings for other calendars

Import

⬆ Select file from your computer

▼

You can import event information in iCalendar (ICS/VCS) or CSV format.

Import

Export

🔵
🟠
🟢
🟡

You can download all calendars you can view and modify in a single archive.

Export

These steps will also export shared calendars you had access to in Google, so **only** use these steps if that shared calendar was used or edited *after* the migration. The next steps will walk you through adding your own calendar, but these steps can also be used for any shared calendar you would like to import into any Outlook calendar. For each shared calendar, you will have to be an Owner of the calendar.

6 For Windows users:
Open the folder where the calendar .zip file downloaded to (usually the Downloads folder for Windows users) and right-click the .zip file Extract/Unzip the .zip folder.
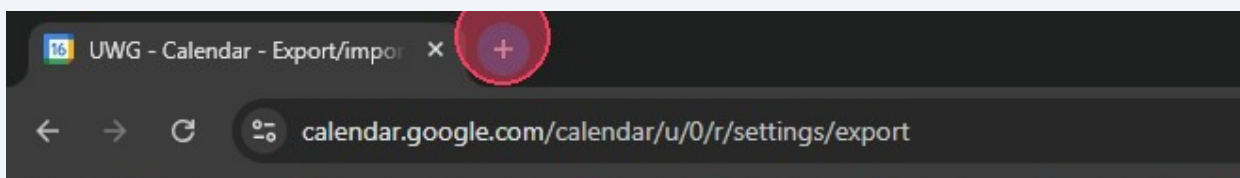

7 For Mac users:
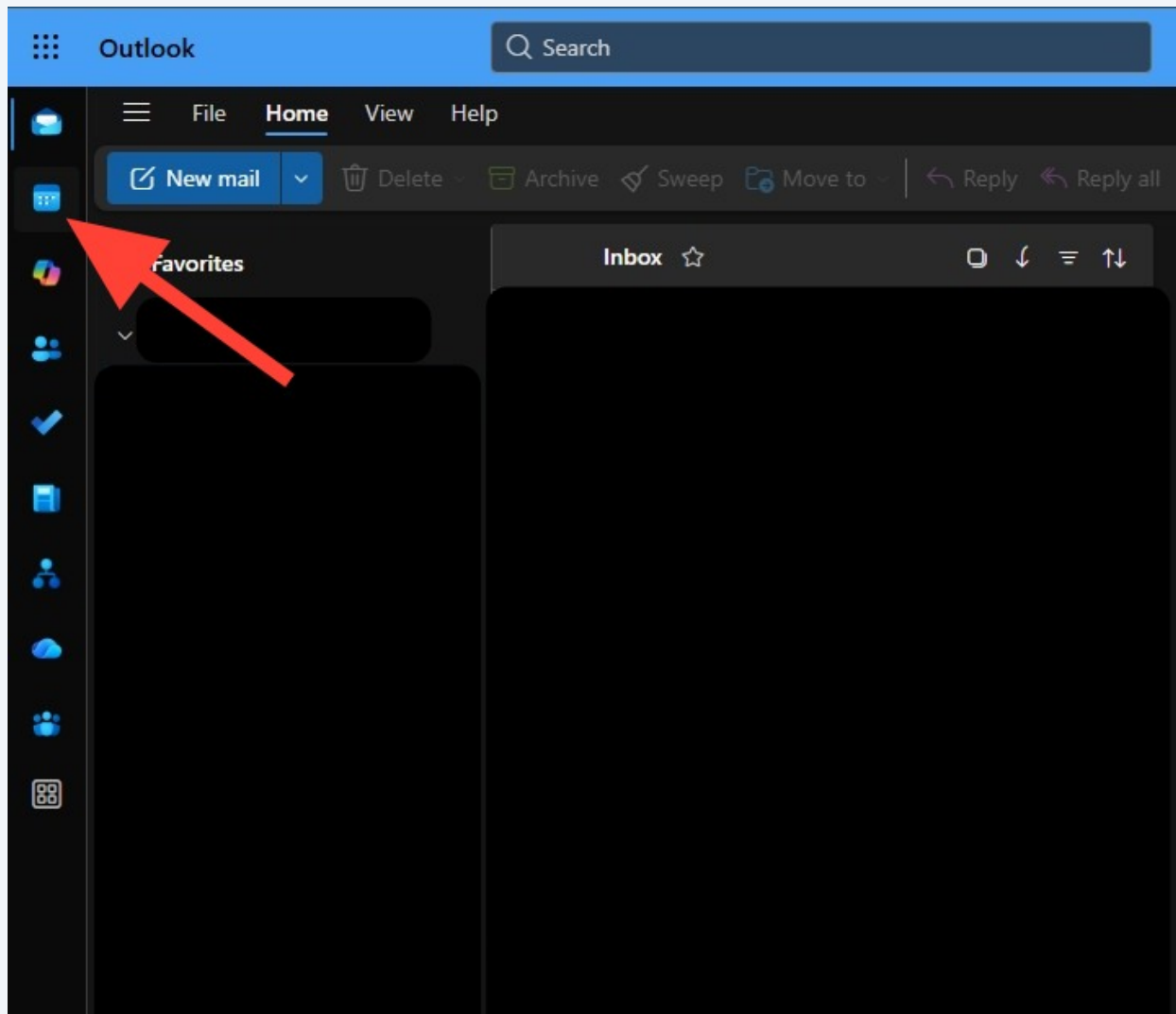Simply double-click the .zip file to extract the files.

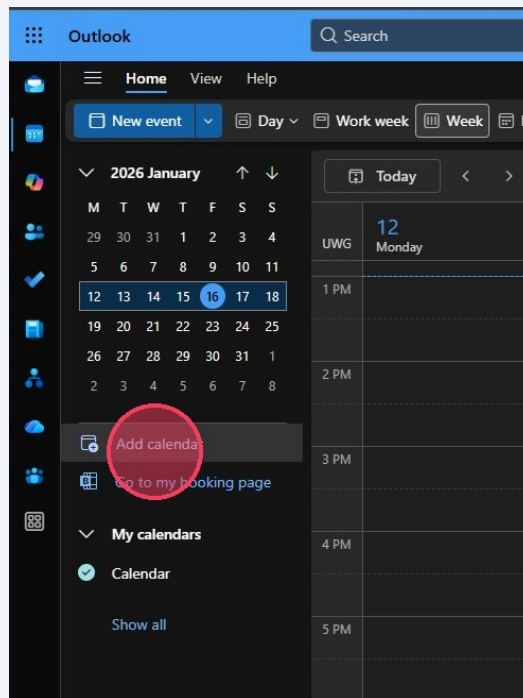**8** Go back to your web browser and click "New Tab"

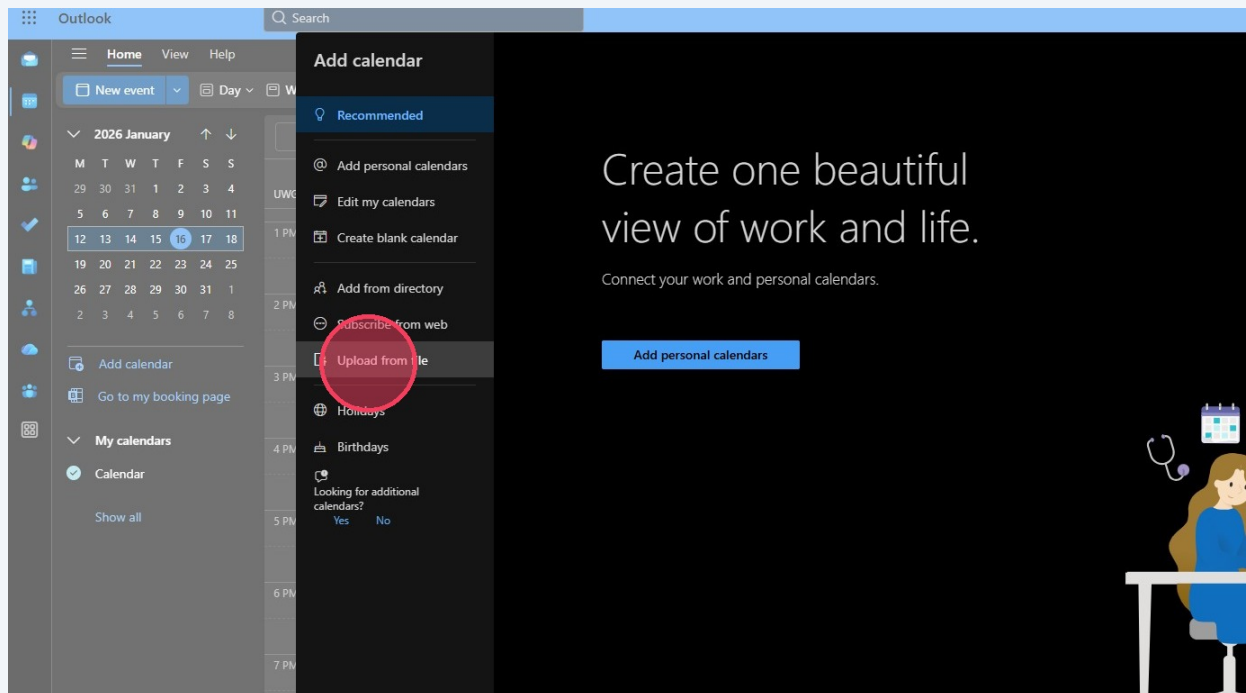**9** Browse to Outlook on the Web **https://www.outlook.office365.com** and click the Calendar icon
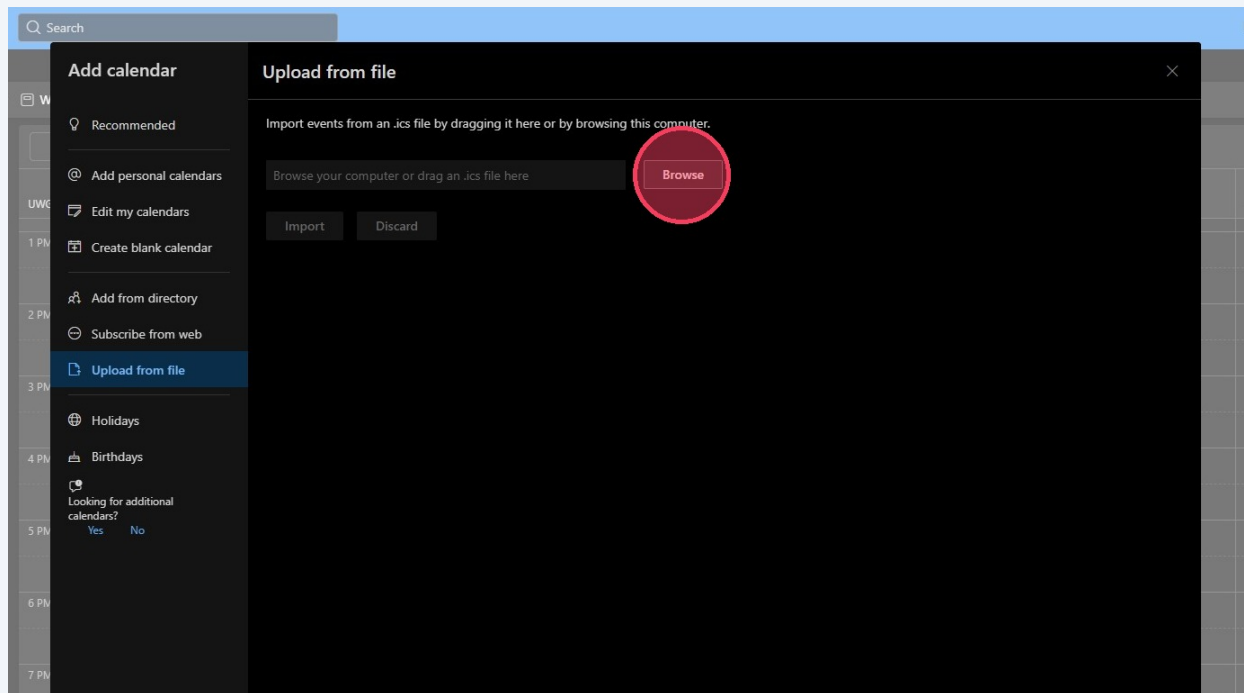
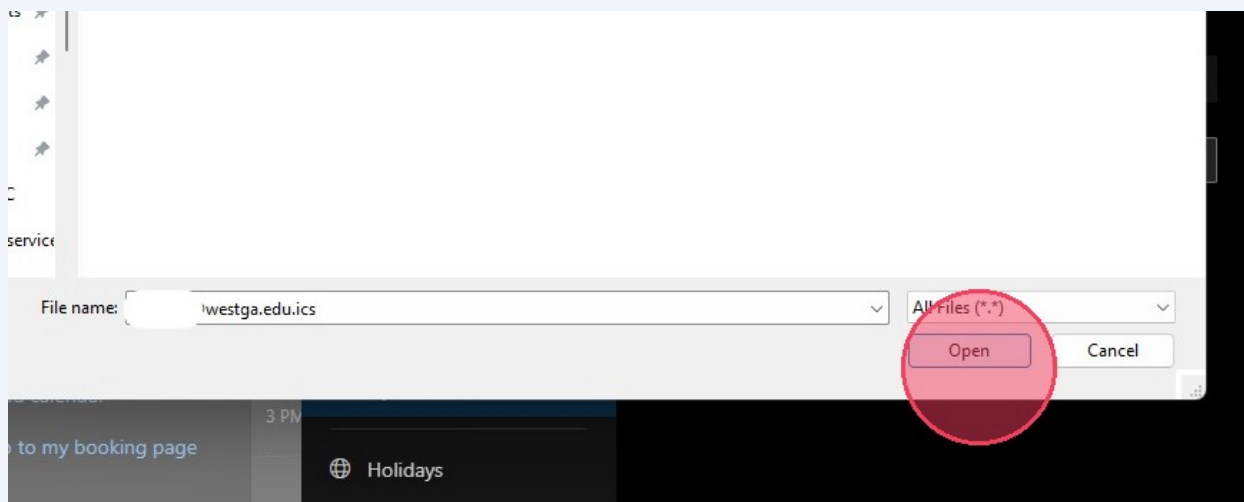**10** Click "Add calendar"

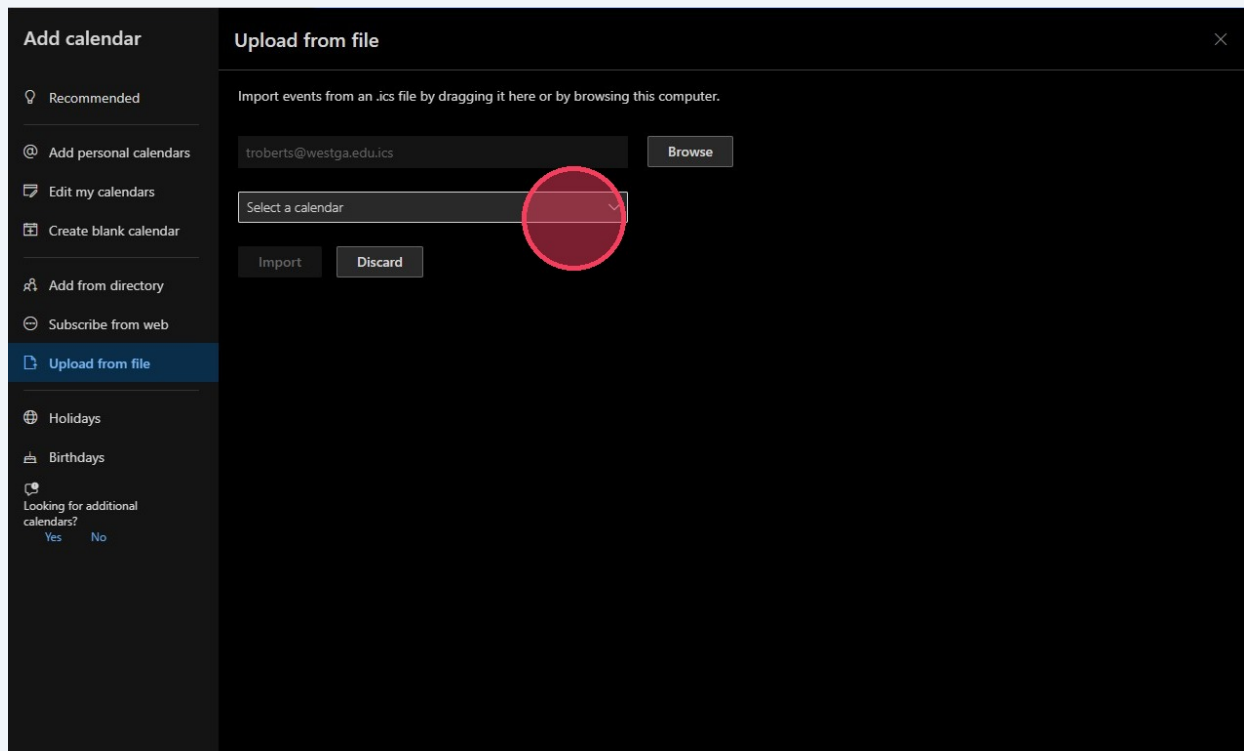**11** Click "Upload from file"

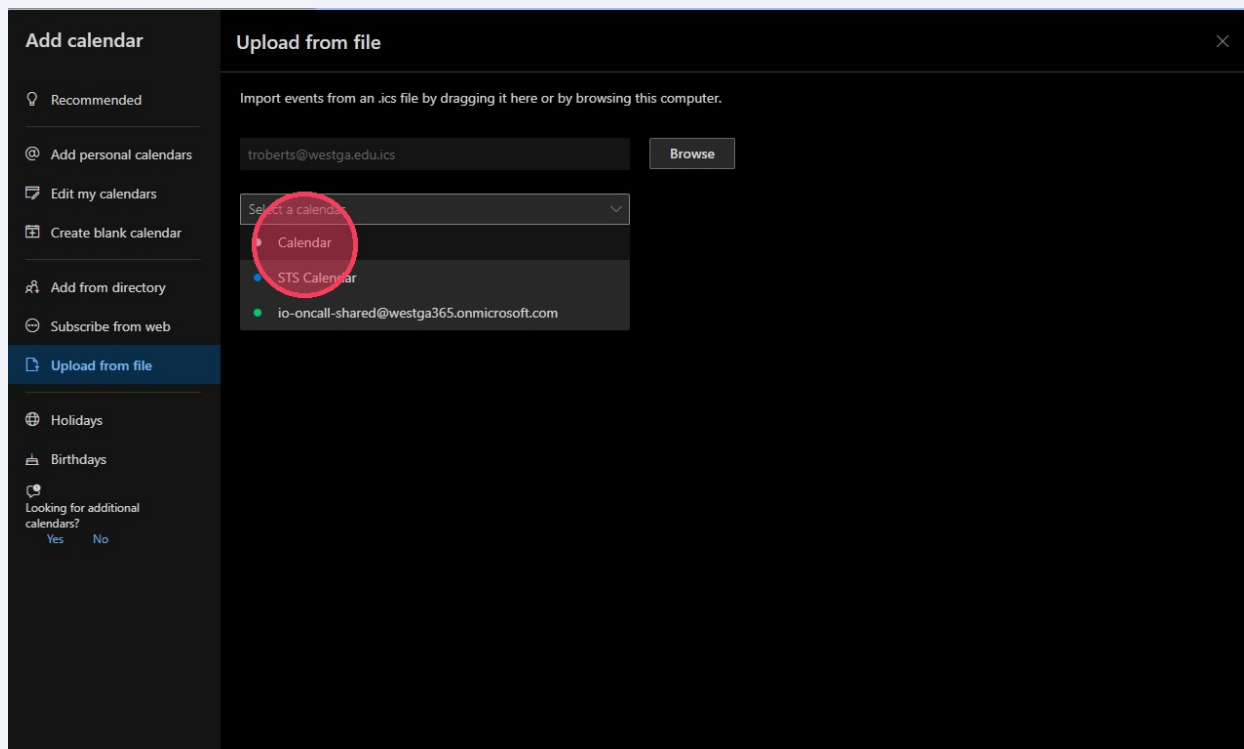**12** Click "Browse"

13 Select the calendar file you would like to import and click "Open"
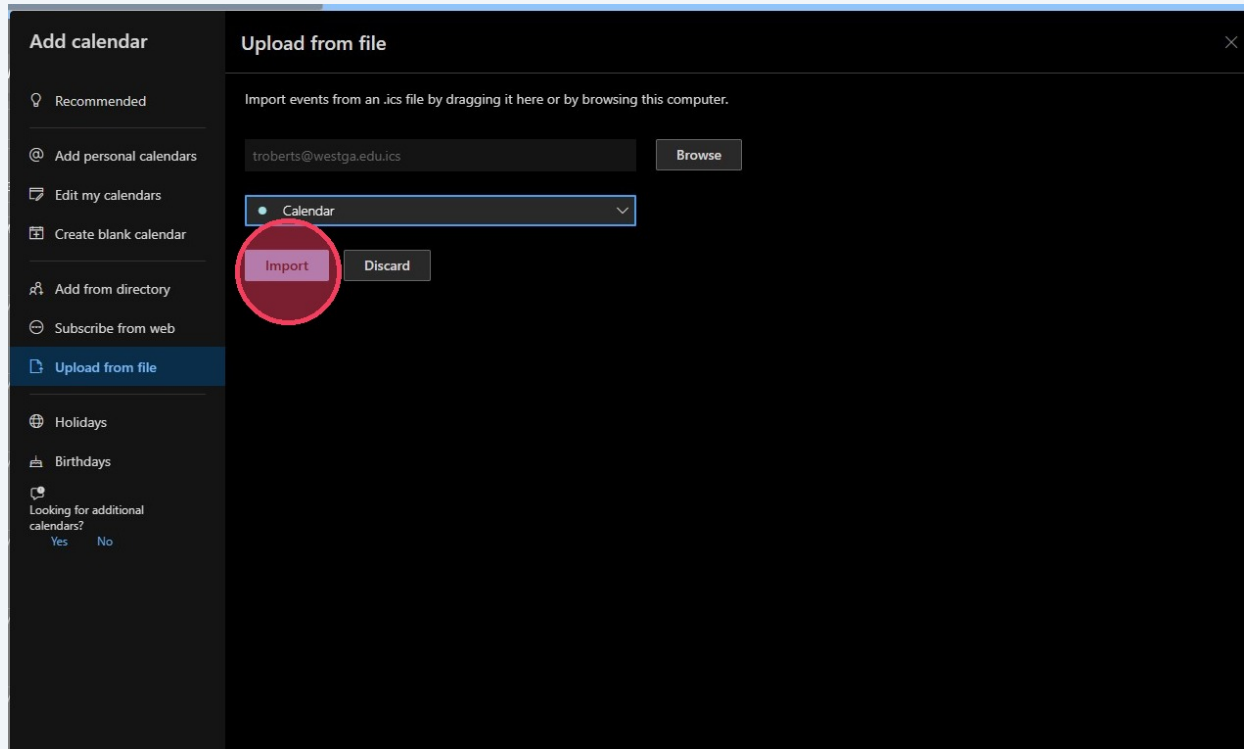
14   Click the drop down menu.
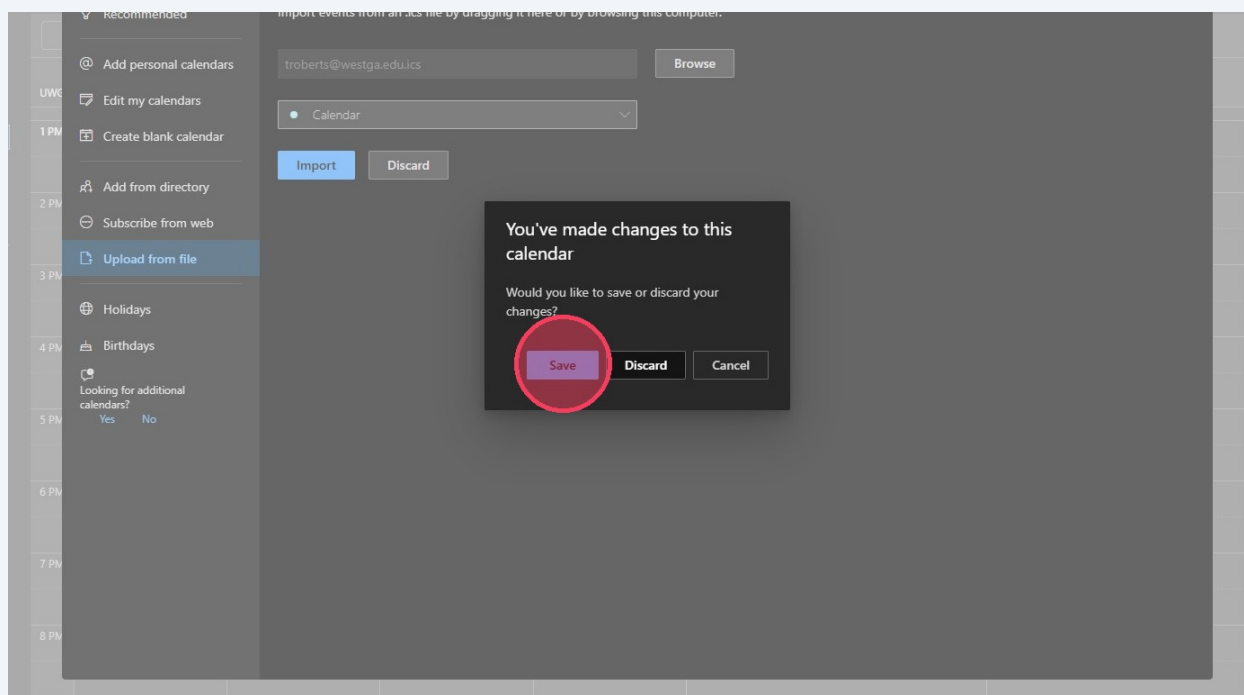

15   Click "Calendar" to select your primary calendar.

16 Click "Import"

17 Click "Save"

18 At this point, all calendar items will be imported to your main calendar. You may follow the steps 10-17 again for any other calendars you would like to import that were exported in the earlier steps.